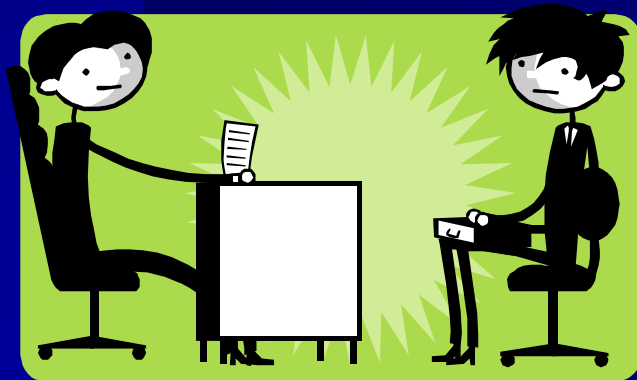




The Interview



The Importance of the Interview



- The Company's View
 - Are you a good investment?
 - When a company hires you, it is making an investment in you from the very first day.
 - Should they invest time and money to further train you after you graduate?
- Will you fit in?
 - The interviewer must determine if you will "fit" into the company and with your fellow co-workers.
 - Employers want employees who are a positive influence for each other and their business.



The Deciding Factor

A background image showing several men in business suits running on a red athletic track. The track has white lane markings. The men are in various stages of a race, with some in the foreground and others further back. The overall scene suggests a competitive environment.

This is your chance to sell yourself!

- How you are perceived by a potential employer will determine whether or not you are hired.
- The interview is your opportunity to influence that perception by “selling yourself.”
- Through your dress, personality and responses the interviewers will formulate an opinion of you based upon:
 - What kind of person you are.
 - Whether you will “fit in” with existing employees and patients/clients.
 - If you can do the job.

Keys to a Great Interview

- Preparation
 - Your interview starts the minute you find out you have an interview.
- Enthusiasm
 - Hiring managers agree...enthusiasm separates the winners from the losers.
 - It can be more important than experience.
- Be courteous
 - Say hello, smile and be friendly to everyone you meet. You can bet the interviewer will ask what everybody thought of you, after you leave the building.
 - Receptionist and Greeters in companies are part of the team too!

Keys to a Great Interview

- Offer a Professional Greeting
 - When you meet the interviewer, stand straight, look him or her in the eye, smile, and extend a firm handshake, and say, “Mr. or Ms. thank you so much for taking the time to interview with me for your.....Position.”
- The Handshake
 - Engage the full hand, palm to palm. Grip firmly to show that you mean it but, don’t crush their hand!



Keys to a Great Interview

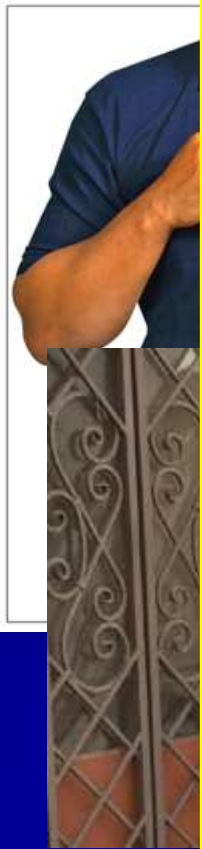
Exiting the Interview

Once the interview is over, stand again extend your right hand for a firm handshake and end with a statement such as:

- “Thank you for your time. I look forward to hearing from you.”
- Ask for a business card and make sure you have detailed contact info. for follow-up.
- You can get this from the receptionist if needed.



What to Wear to The Interview



Women



- Pants or skirted suit with skirt length at or below the knees
- Single or double-breasted jacket
- White, off white or light blue cotton or silk blouse with conservative neckline and buttons
- Low to medium leather heel with closed toe & no sling back shoes
- Neutral hosiery
- Moderate jewelry or accessories. No more than 1 ring on each hand
- Professional briefcase or portfolio instead of backpack
- Minimal makeup and perfume
- Trimmed fingernails with no color except clear polish
- Neat hair style with hair away from face
- Remove visible body piercings, except for one conservative earring in each ear. Cover tattoos!



Men

- Single-breasted navy, black, or charcoal gray two-piece suit. A subtle stripe or tone-on-tone pattern is acceptable.
- White, long-sleeved oxford cloth shirt.
- Dark dress socks that match and when you are seated, will not sag.
- Belt and polished shoes of matching color, typically black or cordovan.
- Professional briefcase or portfolio instead of backpack.
- Minimal cologne.
- Neat hair style.
- No more than 1 ring on each hand.
- Professional watch, without alarm that may sound during the interview.
- Do not wear theme clothing, such as a cartoon tie.
- Trimmed and clean fingernails.
- Remove visible body piercings, including earrings, and cover tattoos.



Frequently Asked Interview Questions

- Tell me about yourself. (usually at the opening)
- Why should I hire you instead of somebody else?
- What is your major strength?
- What is your major weakness?
- What are your qualifications?

Avoid:

- Pre-set answers.....can get you into trouble.
- Not having an answer or skipping a question
- Giving too much personal information

Frequently Asked Interview Questions

- Why do you want to work here?
- What interests you most in this position?
- What do you know about this company?
- If you were hired, how long would you stay with the company?
- What are your future plans or goals?



Frequently Asked Interview Questions

- Why did you leave your last job?
- Did you like your last boss?
- What did you like least/most about your last job?
- How would you handle an upset client?
- Tell me about a difficult situation you had in your past job and how did you handle it?
- Have you ever been fired?
- How much are you looking to make?
- Do you have any questions?



Sample Questions to Ask the Interviewer

- When will the hiring decision be made?
- Could you give me a brief outline of my typical day?
- Is this a new position?
- Are promotions based on seniority or performance?
- What do you like best about this company?
- How would you describe the company's typical employee?



After The Interview

- Although you thanked the interviewer for his or her time at the end of your interview, a letter addressed to the interviewer thanking him or her again will leave a positive impression.
- In addition, it is a reminder to the interviewer of just how interested and sincere you are about the position.
- You only have 24 hours to get a thank you letter to the employer.



When to Call Back

- During the interview one of the questions to ask is when is the hiring decision going to be made.
- Based on that date, is when you make your follow-up telephone call.
- If after the interview, you still do not know when a decision is going to be made, wait five business days from your interview date before calling.
- Your follow-up call should be directed to the person who interviewed you.



What to Say

- When you reach the interviewer:
 - Briefly state the purpose of the call and remind the interviewer who you are and why you are calling.
 - Example:
 - Good Morning/Afternoon Mr. / Ms..... My name is....., and I am calling to follow-up on our interview from last week for the position of
 - Have you reached a decision at this point?

Final Interview Preparation

- Things to avoid
 - Arriving late for the interview
 - Poor personal appearance
 - Limp, fishy handshake
 - Poorly filled out application
 - Sloppy résumé
 - Poor eye contact
 - Nervousness
 - Immaturity
 - Vague responses to questions
 - Lack of courtesy
- Lack of self confidence
- Poor attitude
- Lack of enthusiasm
- Poor speech
- Poor body language
- Long-winded responses
- Chewing gum
- Smell like smoke
- Negative attitude
- Bring friend or children to interview
- Mispronouncing the interviewer's name